



Vacancy Announcement (Announcement Number: 15-03)

USAID/Nepal invites applications for employment from all interested and qualified U.S Citizens for the position of Monitoring and Evaluation Specialist in the Social, Environmental and Economic Development Office (SEED) under a Personal Services Contract (PSC), subject to availability of funds.

OPEN TO: All interested and qualified U.S. Citizens currently residing in Nepal.

POSITION: Monitoring and Evaluation Specialist, USPSC Resident Hire-GS-13 (\$73,115 to \$95,048 per annum). Final compensation will be negotiated within the listed market value based upon the candidate's past salary, work history and educational background.

NUMBER OF POSITIONS: 1

OPENING DATE: March 31, 2015

CLOSING DATE: April 14, 2015, 5:00 P.M Kathmandu Time

PERFORMANCE PERIOD: Five months

WORK HOURS: Full-time; 40 hours per week

NOTES:

- ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.
- U.S CITIZEN RESIDENT HIRE PSC IS ELIGIBLE FOR FICA, HEALTH INSURANCE AND LIFE INSURANCE IN ACCORDANCE WITH USAID POLICY. RESIDENT HIRE CONTRACTORS ARE NOT ELIGIBLE FOR ANY OTHER FRINGE BENEFITS.
- AS A RESIDENT HIRE, NO MOVING, LODGING OR RELOCATION TRAVEL EXPENSES WILL BE EXTENDED TO SUCCESSFUL APPLICANTS.

BASIC FUNCTION OF THE POSITION:

The M&E Specialist will support the effective management of USAID/SEED resources by evaluating SEED programs, including using relevant data to help inform decision making, and provide technical assistance and training in the SEED staff in development and implementation of M&E systems for SEED programs.

The M&E Specialist will undertake the following duties:

1. Provide technical assistance to SEED staff and implementing partners to develop and implement systems for measuring and evaluating the impacts of SEED activities with respect to program objectives.
2. Coordinate and better standardize the SEED program annual reporting processes with partners and USAID Mission staff, including the design, collection, analysis and reporting results of SEED programs.

3. Analyze and evaluate implementing partner results and performance, including qualitative and quantitative measures of success (annual reports, evaluations, studies, etc.), and compare results to program targets.
4. Summarize program results and generate systems to communicate program successes, lessons learned, useful examples, etc. for improved performance and long-term impact.
5. Ensure the quality of data reported to the USAID Nepal Mission and USAID Washington through the coordination and implementation of annual Data Quality Assessments.

REQUIRED QUALIFICATIONS:

A successful applicant to be interviewed and selected will meet or exceed each criterion below:

- Master's degree with significant study in fields relevant to food security, international development and/or program monitoring and evaluation.
- Strong background or formal training in evaluating international development programs such as but not limited to, agriculture, health and nutrition, water and sanitation and food security.
- Demonstrated expertise and at least five (5) years of experience related to monitoring, evaluating and reporting on programs related to food security or international development in developing countries.
- Demonstrated statistical analysis skills.
- Excellent English communication skills, verbal and written.

Applicants not meeting minimum qualifications will not be evaluated further.

A detailed job description for the position can be obtained by visiting USAID/Nepal website at <http://www.usaid.gov/nepal/careers> or by contacting USAID/Nepal Human Resources Office.

Interested applicants should submit a completed form OF-612 and a resume not to exceed 3 pages and any other documentation (e.g., certificates, awards, copies of degrees earned, writing samples, publication list, etc.) that addresses the qualification requirements of the position as listed above. Please provide names of three references and their contact numbers and email addresses. Please send your application to the attention of USAID/Nepal Human Resources Office, US Embassy Maharajgunj, G.P.O. Box. 295, Kathmandu, Nepal. Applications may be sent electronically to: USAIDNepalHR@usaid.gov.